

SOUTHERN CONNECTICUT STATE UNIVERSITY
Secretary 2

PLEASE FOLLOW THE APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Lateral Transfers and Candidates on a current examination list
Location: Development/Institutional Advancement
Hours: 8:00 a.m. – 4:30 p.m.
Salary: \$44,038.00-\$57,588.00
Job Posting: C13-010B
Closing Date: September 20, 2013

Eligibility Requirement: Candidates on the current active Secretary 2 exam list or permanent state employees who have permanent status in the title of Secretary 2. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this vacancy.

Description of Duties: The person selected for this position will be responsible for the full range of secretarial duties including greeting and directing visitors, answering/screening telephone calls; proofreading documents for accuracy, creating and maintaining office filing systems; processing departmental memos and reports; maintaining an inventory of supplies and equipment and other related duties as required.

Minimum Qualifications Required Knowledge, Skill and Ability: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office suite software; ability to take notes.

Experience & Training: General Experience: Three (3) years' experience above the routine clerk level in office support or secretarial work.

Special Experience: One (1) year of the General Experience must have been as a Secretary 1 or its equivalent, excellent oral and written communication skills.

Substitution Allowed: College training in the secretarial sciences may be substituted for the general experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Application Instructions: The filling of the position will be in accordance with reemployment SEBAC, transfer, promotion and Merit employment rules.

Prospective candidates who meet the above requirements should forward a resume, cover letter, CT-HR-12 (State Application) and two(2) letters of professional reference from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references to:

Jacqueline D. Patton
Human Resources Administrator
Southern Connecticut State University
501 Crescent Street
New Haven, CT 06515
Fax (203) 392-5571

Please note that due to the large volume of applications received we are unable to confirm receipt of applications.

In accordance with CSU System policy, all candidates for employment at Southern Connecticut State University are subject to a pre-employment background investigation, including criminal background check and reference check. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the application of women, minorities and persons with disabilities.